



TOPPERS HUB
ACADEMY

PROFESSIONAL COURSE GUIDE

Company Secretary

CSEET to Professional — Success Kit

A free study resource by **Toppers Hub Academy**

Founder & Director: **Mrs. Neeru Nanda**

20 years • 10,000+ students • 500+ toppers • 5.0★ on Google

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The Three Levels

The CS course, offered by ICSI, has three stages. You enter through CSEET after Class 12, then clear Executive and Professional levels alongside practical training.

CSEET (Entrance)

- Business Communication
- Legal Aptitude & Logical Reasoning
- Economic & Business Environment
- Current Affairs

CS Executive (2 Modules)

- Module 1: Jurisprudence, Company Law, Setting up of Business, Corporate Accounting
- Module 2: Capital Markets, Economic & Commercial Laws, Tax Laws

CS Professional

- Advanced modules: Governance, Drafting, Compliance Management, Strategic Management and electives
- Practical training runs alongside this stage

Pass: CSEET 40% per paper, 50% aggregate. Executive & Professional 40% per paper, 50% per module; 60+ earns exemption.

First-Attempt Strategy

- Clear CSEET in one go — 8-10 weeks of current-affairs and legal-aptitude practice is enough with guidance.
- Master Company Law deeply at Executive — every later paper builds on it.
- Read Bare Acts, not just summaries — CS exams reward exact statutory wording.
- Answer like a company secretary: cite sections, use drafting formats.
- Working students can clear one module per attempt to keep quality high.
- Track ICSI amendments — corporate law changes appear in exams fast.

Mistakes That Cost Attempts

- Treating law theory as rote material.
- Ignoring drafting practice.
- Skipping current affairs for CSEET.
- No revision plan for section numbers.

Ready to start your Company Secretary journey?

Message us on WhatsApp at +91 98916 12831 or visit toppershubacademy.odoo.com to book a FREE demo class and get your full batch details.